



May 28, 2014

Dear Applicant,

Thank you for your interest in the position of **Administrative Assistant for Public Works** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
3. Completed "Information Release Authorization to Obtain Criminal Records";
4. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
5. Completed "Driver's Employment Background" Record;
7. Copies of High School Diploma/GED Equivalent, college transcripts/verification of college completion, any certifications, and/or licenses you wish to have considered with your application.

This position is open until filled. Applications that are incomplete and/or do not contain all of the required materials will not be considered further.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera  
Human Resources Director  
6400 El Verde Rd  
Leon Valley, Texas 78238-2399  
210.684.1391 ext 212 phone  
210.684.1515 fax  
[c.caldera@leonvalleytexas.gov](mailto:c.caldera@leonvalleytexas.gov)



## **JOB ANNOUNCEMENT**

Administrative Assistant - Public Works Dept.

**NEED:** A full-time, organized individual to provide administrative and clerical support for Public Works' Department front office. Must have excellent customer service and word processing skills.

**REQUIRES:** High School diploma or GED equivalent; PC proficiency - Word, Excel, and PowerPoint; valid TX Driver's License, and two (2) years of clerical experience.

**PREFER:** Some college hours and previous work in clerical setting for payroll, bookkeeping, construction, engineer, utility, architect or other multi-tasking office. Ability to communicate in Spanish a plus!

**PAY GRADE:** 4 \$11.99-\$13.85

**APPLICATION DEADLINE:** 1:00 p.m. June 11, 2014. EEO/ADA/AA



## APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

### PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Present address \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_\_ No \_\_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? \_\_\_\_\_

Position(s) applied for: **Administrative Assistant – Public Works**

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_, 2014.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

### RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
HIGH			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	Credit Hrs Completed:  Degree Obtained:
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST

RECENT. For additional employer listings, please use separate sheet of paper.

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. \_\_\_\_\_

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? \_\_\_\_ Yes

No \_\_\_\_ If yes, give the name of the employer in each instance and the reason(s). \_\_\_\_\_

PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

## PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of **"Administrative Assistant- Public Works"** with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

**I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CITY OF LEON VALLEY  
JOB DESCRIPTION

**Job Title:** Administrative Assistant  
**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Grade Classification:** Grade 4  
**Effective Date:** May, 28, 2014

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**Job Summary**

Under the direction of the Director of Public works, provides administrative support for the Public Works department operations to include general clerical and receptionist duties, answering multi-line telephone inquiries, heavy filing duties, managing timesheets for payroll, preparation of business correspondence, and tracking and processing refunds of City Park deposits and rebate programs, tracking accounts payable for all department expenses and other duties assigned. Assist in collecting data and updating spreadsheets for reporting to the Texas Commission on Environmental Quality, Edwards Aquifer Authority, Texas Water Development Board, utility permits, annual water conservation program and will act as the liaison to the Earthwise Living Committee.

**Essential Job Functions**

Receive and assist Department visitors by answering questions, which require general knowledge of Department policies and procedures and direct visitors in a pleasant, professional, and efficient manner.

Demonstrate pleasant, courteous, and efficient interactions with the general public, supervisors, co-workers, by telephone, in written form, e-mail and in person;

Prepare, distribute, and file invoices, reports, memos, business correspondence, financial statements and other documents using word processing, spreadsheet, database, and/or presentation software to meet deadlines. Accurately and legibly take phone and verbal messages and expediently distribute those messages to appropriate personnel;

Prepare spreadsheets to facilitate reporting to the Texas Commission on Environmental Quality, the Edwards Aquifer Authority, and the Texas Water Development Board;

Will receive and enter all utility permits into the Department database;

Maintain documentation to track accomplishments and facilitate the annual water conservation program reporting;

Receive request, schedule inspections and prepare and track refunds for the toilet retrofit program and other rebate programs;

Staff liaison to the Earthwise Living Committee;

Perform general office duties such as ordering supplies, maintaining records' management systems, and performing basic booking work;

Responsible for Department petty cash box, processing all request for reimbursement, and assuring the proper balance is maintained;

Prepare, post and track monthly billings, biweekly accounts payable and budget expenditures and assist with collection of Department data for the preparation of the annual budget;

Prepare bi-weekly payroll for the Department;

Process City Park reservations and deposits using appropriate tracking systems to maintain park

reservation statistics, timely deposit refund request, and accurate monthly reconciliation reports;

Write and process all service work orders requested by residents or other departments according to Department policies;

Coordinate and schedule public improvement inspections with works crews;

Proficiently operate an electric typewriter, personal computer, postage machine, two-way radio, copier, facsimile, and other similar business equipment on a daily basis;

Process and distribute incoming and outgoing correspondence, including faxes and e-mail and other mail, on a daily basis. Such correspondence may also include certified mailings, time-sensitive mail to receive "date received" stamping, and large volume city-wide mailings;

Prepare and complete all reports and paper work promptly, legibly, accurately, neatly, and with correct grammar and spelling;

Develop and maintain constructive and cooperative working relationships with supervisors, co-workers, and as a team member;

Responsible for the efficient and safe operation, care and appearance of assigned area, equipment, and vehicles;

Plan and schedule work independently in the absence of specific instructions or supervision;

Sit for extended periods of time while operating a personal computer, filing and answering phones;

Carry, hold and lift thirty-five (35) pounds of miscellaneous materials;

Read computer screen and other written data on personal computer and typewriter for extended periods of time;

Read, write and converse fluently in English;

Must be able to report to work at assigned times and remain on duty for the duration of the assigned duty hours;

Must be able to attend work regularly and predictably; and

Must not pose a threat to the health and safety of self or others.

### **Other Job Functions**

May be required to drive City vehicle to pick up and or deliver working materials;

Make business travel arrangements at the direction of the Public Works Directors; and

May be required to work a flexible schedule.

### **Education, Degrees, Certificates, and/or Licenses**

High School diploma or G.E.D. equivalent is required. Additional education in the form of college hours or specific job-related training is desirable; and

Valid Texas Motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program are required.

### **Experience, Training, Knowledge and Skills**

Minimum of two years experience in a similar position, requiring excellent customer service skills, is required.

Ability to use Microsoft Word software to proficiently produce documents with 95% accuracy and at a typing speed of at least 45 words per minute;



Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, basic bookkeeping, and other office procedures and terminology;

Proficient with Windows 2000/XP operating environment and Microsoft Works, Excel, and Power Point and working knowledge of Access software are required;

Proficient with personal computer equipment operation, calculator, facsimile machines, multi-line phone answering equipment, and general office operations;

Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar;

Ability to establish and maintain co-operative working relationships with senior management, co-workers, and the public;

Ability to communicate effectively in writing and in speaking so others will understand the information and ideas presented; and

Ability to speak, read and communicate effectively in Spanish is desirable.



## **AUTHORIZATION TO RELEASE INFORMATION (PRIVATE PERSON OR ORGANIZATION) TO THE CITY OF LEON VALLEY**

### **TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

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Authorizing Signature

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Printed Name

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Date



To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? \_\_\_\_\_

2. Previous address \_\_\_\_\_

3. How long did you live there? \_\_\_\_\_

4. Are you over the age of eighteen? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, hire is subject to verification that you are of minimum legal age.

5. Have you been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_

6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? \_\_\_\_\_

If yes, describe in full: \_\_\_\_\_

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

8. Will you work overtime if scheduled or requested? \_\_\_\_\_

9. Will you work weekends if scheduled or requested? \_\_\_\_\_

10. Will you be able to get to work on time each day and when called in? \_\_\_\_\_

11. How did you hear about this job opening? \_\_\_\_\_

# INFORMATION RELEASE AUTHORIZATION

## Criminal Background Check

Applicant's Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## DRIVER'S EMPLOYMENT BACKGROUND

NAME: \_\_\_\_\_  
LAST, FIRST MI

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: \_\_\_\_\_  
\_\_\_\_\_

### CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

### DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

### ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

### TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

YES NO

A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?

☐ ☐

B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?

☐ ☐

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



## VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: \_\_\_\_\_

1. Job Title of Position Applied For: \_\_\_\_\_

2. Check One:

Male \_\_\_\_\_

Female \_\_\_\_\_

Age: \_\_\_\_\_

Vietnam Era Veteran: \_\_\_\_\_

Disabled Veteran: \_\_\_\_\_

Disabled: \_\_\_\_\_

3. Check one of the following (ethnic/racial background):

White \_\_\_\_\_

Hispanic \_\_\_\_\_

Native American: \_\_\_\_\_

Black: \_\_\_\_\_

Asian/Pacific Islander: \_\_\_\_\_

Other: \_\_\_\_\_